



MICHAEL J. HOWLETT
AUDITOR

State of Illinois
Office of the Auditor of Public Accounts
Springfield 62706

August 9, 1972

PAYROLL BULLETIN
(9-72)

TO: All State Agencies and Departments
Attention: Payroll Clerks

SUBJECT: Submission of Payroll Vouchers

The office of the Auditor has been experiencing a heavy work load caused by omissions and errors on payroll vouchers which tend to slow up the processing of such payrolls.

It is requested that the following precautions be taken by the Payroll Clerks.

1. The W-4's, both Federal and State, MUST accompany the payroll voucher in the event of changes or additions to the payroll.
2. Payroll vouchers MUST be in balance before being submitted for processing.
3. In order for the Auditor's office to maintain the published pay day schedules, the payroll vouchers MUST be in the Auditor's office in the early morning of the fourth working day prior to the pay date.

We appreciate the splendid cooperation we have been receiving from the many payroll sections to assist us in maintaining the schedules, and feel sure that you will respond favorably to the above request in order for our office to efficiently serve you.

Very truly yours,

Michael J. Howlett,
Auditor of Public Accounts

By: E.J. Pranke
Chief Accountant

EJP:MT:pc